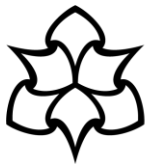


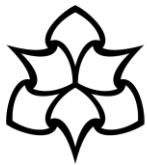
**Guide to completing the online ‘Student’ visa application form to extend your student visa in the UK**

# Contents

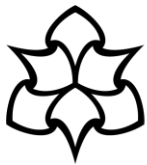
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# Introduction – Applications made inside the UK.

This guide is for students who are completing their visa application from inside the UK for studying at a University in the UK.

You will need to have received a CAS from Manchester Metropolitan University prior to starting your visa application. Please ensure the information on your CAS is accurate before proceeding.

In order to make a visa application from within the UK you must meet the relevant eligibility criteria: <https://www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Student-route-applying-in-the-UK>

It is very important to answer all the questions honestly and accurately according to your situation and personal circumstances.

There is also some guidance and further information within the form to help you understand the questions.

You can select [▶ Show and edit answers](#) to review and amend questions you have already answered.

## **Disclaimer:**

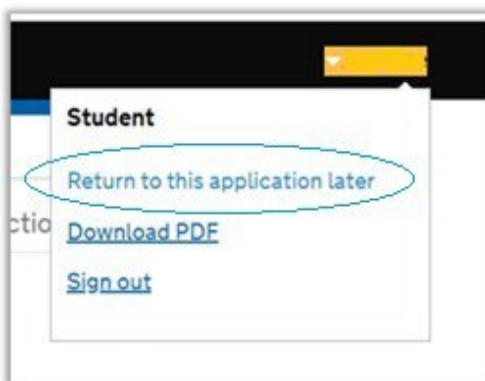


This document was last updated in April 2024. It is important to note that the application format and how questions are phrased can be altered or changed by UK Visa and Immigration (UKVI) at any time.

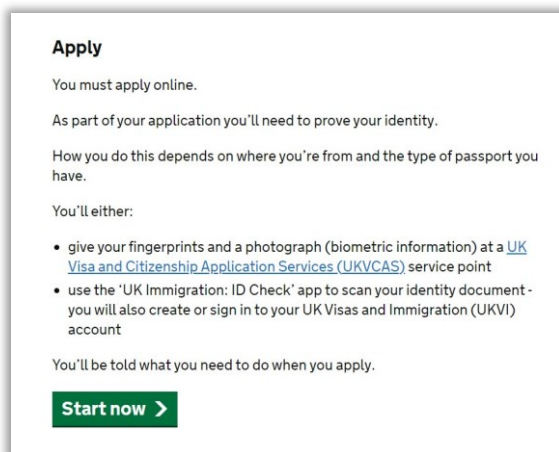
This document should be used as a guide for understanding the application process, and it addresses any questions that are frequently asked by students applying for their Student visa.

## 1. Application Form & Registering an account.

- To extend your Student visa, go to: [www.gov.uk/student-visa/extend-your-visa](http://www.gov.uk/student-visa/extend-your-visa)
- If your current visa is not a student visa and you want to switch to a Student visa, go to: [www.gov.uk/student-visa/switch-to-this-visa](http://www.gov.uk/student-visa/switch-to-this-visa)
- We would advise that you regularly save your application.
- Please see screenshots below on how to save your application to return to it later.



- Once you have read the information on this page under the **'Apply'** section, click the **'Start now'** button (as shown below):



### “Where are you planning to live”

Select one of the following options:

- England, Scotland, Wales or Northern Ireland; or
- Jersey, Guernsey or the Isle of Man

## “Do you have a current EU, EEA or Swiss passport?”

Answer this question as applicable.

**Do you have a current EU, EEA or Swiss passport?**

The EEA includes the EU countries and Iceland, Liechtenstein and Norway

Yes  No

[Continue](#)

If you have a current EU, EEA or Swiss passport, you will be taken through a number of screens to identify if you can use the free UK Immigration: ID Check app to scan your passport with a biometric chip and upload a photo of yourself.

**Confirm your identity**

You will need a passport with a biometric chip.

**Scan your passport and upload a photo of yourself**

To confirm your identity, you will use the free UK Immigration: ID Check app to scan your passport with a biometric chip and upload a photo of yourself.

If you are applying for someone else, the applicant needs to confirm their identity - you can help them use the app.


**If you cannot use the app to confirm your identity**

You will need to go to a visa application centre after you apply instead. Visa application centres are not available in all countries.

[Continue](#)

**Does your passport have a biometric chip?**

If your passport has a biometric chip, it will have this symbol:



Yes  No

[Continue](#)

If **‘Yes’**: you will be presented with the following screen to provide your biometric information:

**Check you can use the app**

You can use the app on:

- an iPhone 7 or newer models
- an Android phone with near-field communication (NFC)

Check the phone's settings to see if it has NFC. The phone has NFC if you can use it to make contactless payments.

**If you do not have a phone**

Ask a friend or family member if you can use their phone. No information is stored on the app or phone after you close it.

You do not have to apply on the phone - you can do the rest of your application on your computer or another device.

We will send your decision letter by email – this can be your email or someone else's. You do not use your decision letter to prove your status.

[Continue](#)

[I do not have a phone that can use the app](#)

[I am applying in the UK and I cannot receive my decision letter by email](#)

If **‘No’**: You will need to book and attend an appointment at a UKVCAS centre to provide your biometrics.

If you do not have a current EU, EEA or Swiss passport **but** have a Biometric Residence Permit (BRP), you may be still able to use the app. Otherwise, you will need to book and attend an appointment at a UKVCAS centre to provide your biometrics.



**Do you have a UK biometric residence permit (BRP)?**

You will need your BRP to confirm your identity. If you have lost your BRP, select No.

Yes  No

**Continue**

On the next page, read the information carefully.

When you are ready to begin your application, click '**Apply now**'

## Your location

**"Are you currently in the UK?"**

- Select **YES**

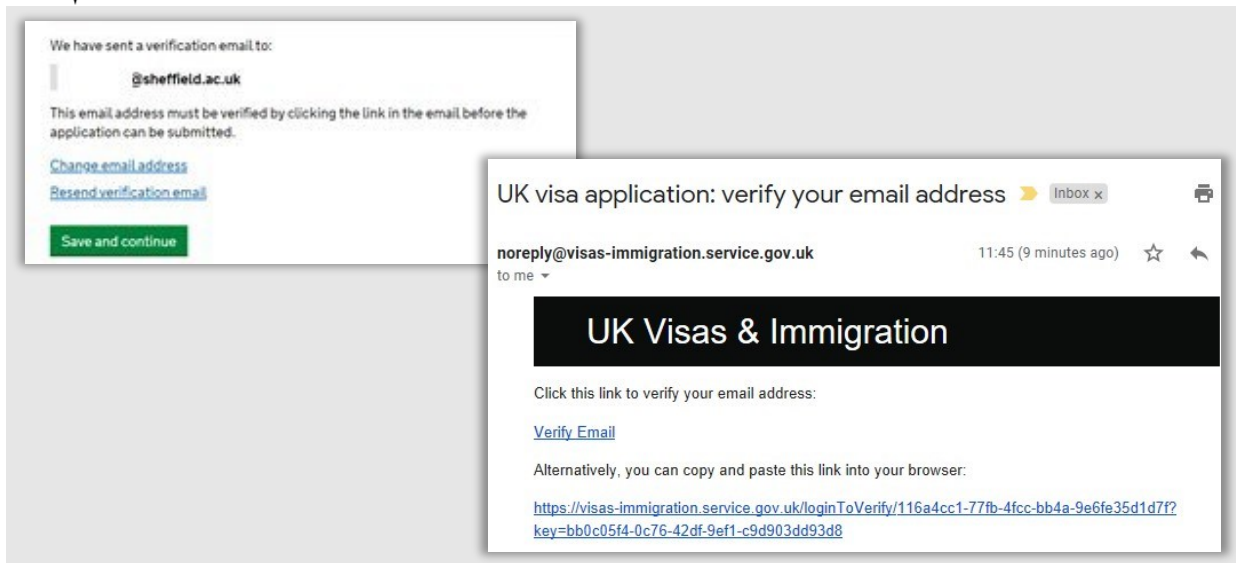
## Other Home Office applications

**"Do you currently have an application with the Home Office for leave to remain for which you have not yet received a decision?"**

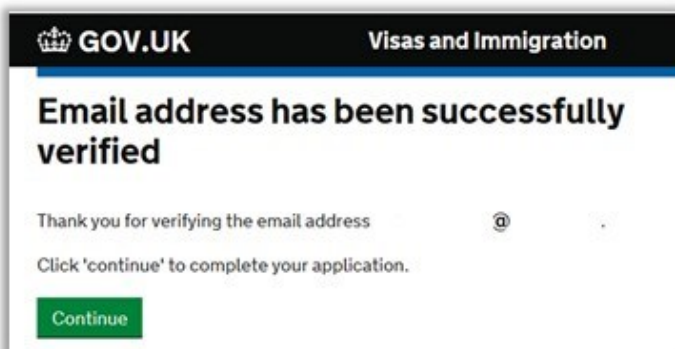
- Unless you have submitted any other applications for leave to remain to the Home Office, which is currently pending or not decided yet, **NO**.

## Register an email.

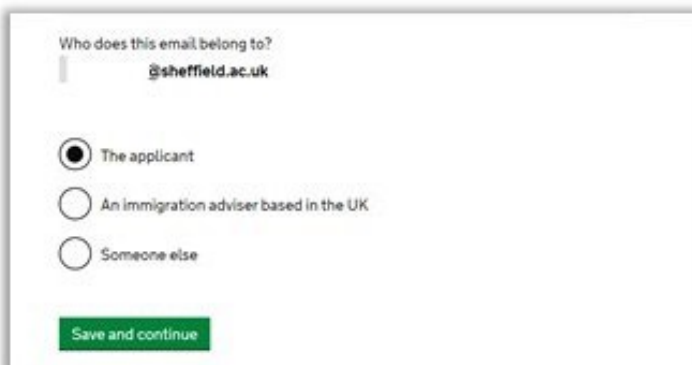
- Enter an email address and password so you can save your answers.
- **You should use an email address that you use and check regularly.**
- Please create a secure and memorable password that you will be able to remember because you will need this to log back into your application.
- You will be requested to verify your email address to continue your application.
- You will receive an email from **[noreply@visas-immigration.service.gov.uk](mailto:noreply@visas-immigration.service.gov.uk)**.
- Click on 'Verify Email' and enter your password to continue your application.



- After verifying your email, you will see the following confirmation on your screen.



- Confirm that the email is yours by selecting **'The applicant'** and clicking **'Save and continue'**.



## Immigration adviser

**“Do you have an immigration adviser based in the UK?”**

- Select **NO** unless a solicitor or agent is helping you to complete the application form.

## Check your answers

- Check your answers on the next page and click 'Continue'.

### Check your answers

Check the information below before you continue to the next section.

#### Personal information

Are you currently in the UK? Yes [Change](#)

Do you currently have an application with the Home Office for leave to remain for which you have not yet received a decision? No [Change](#)

Email address @sheffield.ac.uk [Change](#)

Who does this email belong to? The applicant [Change](#)

a.sehdev@sheffield.ac.uk

#### Immigration adviser

Do you have an immigration adviser based in the UK? No [Change](#)

[Continue](#)

## 2. Application

- Select 'Answer questions about this applicant' to add information for your application.
- Please answer all questions honestly and correctly according to your documents/situation. We have provided some commentary below to assist you in understanding the questions.

### Applicant(s)

Once the questions for the main applicant have been completed, you will be able to add additional applicants to this application, such as a family member or dependant

---

Student  
The applicant  
Not started

Answer questions about this applicant

### Your name

- Enter your name, as shown in your current passport or travel document.
- If your CAS does not reflect the same information as on your passport, you must get the CAS updated.
- Please note that middle name (if you have one) should also be included.
- There is not a specific field to enter the middle name so you will need to include it in the 'Given names' field.

### Any other names

- If you are known by any other names, please select **YES** and provide the details.

### Contact email

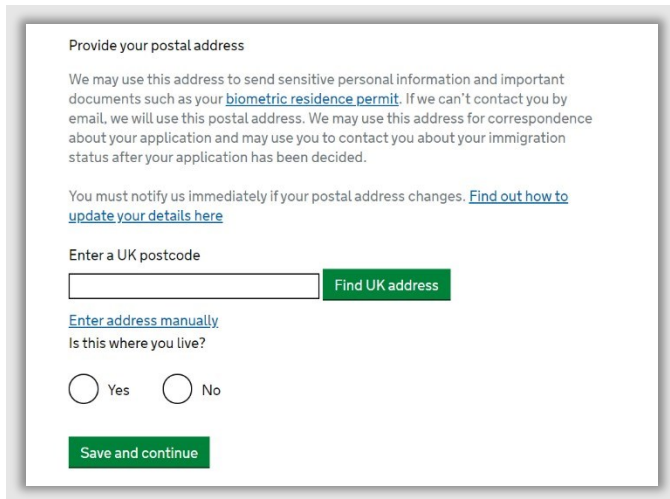
- Confirm that your email address can be used to contact you.

### Telephone number

- Please provide your contact number on which you can be contacted, preferably a UK contact number.

## Postal address

- Please provide the address you are living at. Your BRP will be sent to this address.
- If you would prefer for your BRP to be sent to a different address, e.g., a friend's address, then provide your preferred address.
- You will then be asked to also provide your own address.



Provide your postal address

We may use this address to send sensitive personal information and important documents such as your [biometric residence permit](#). If we can't contact you by email, we will use this postal address. We may use this address for correspondence about your application and may use you to contact you about your immigration status after your application has been decided.

You must notify us immediately if your postal address changes. [Find out how to update your details here](#)

Enter a UK postcode

[Enter address manually](#)

Is this where you live?

Yes  No

- You will be asked if you own or rent the property where you live. If neither apply, select “other” and provide further information.

## Previous address history

- Provide details of the addresses you previously lived at, both in the UK or overseas.

## Your sex and relationship status

### “What is your sex, as shown in your passport or travel document?”

- Please enter the details as shown in your passport.

### “What is your relationship status?”

- Please enter the details as shown in your passport.

## Your nationality, country, and date of birth

Please enter the following details as shown in your passport.

- Country of nationality
- Country of birth
- Place of birth
- Date of birth

## Your passport

### “Do you have a valid passport?”

- Select “yes” to this question.



Please note that your passport only needs to be valid at the time of your visa application. You do not need to have a minimum amount of validity on your passport to apply for a visa. If you cannot supply your current and valid passport as part of your application then please [contact us](#) for assistance.

### “Passport number”

- Enter the details as per your passport.

### “Issuing authority”

- Enter the details as per your passport.
- On your passport this could also be referred to as 'country of issue' or 'place of issue'

### “Issue date”

- Enter the details as per your passport.

### “Expiry date”

- Enter the details as per your passport.

### “Confirm you can provide this passport.”

- Select “yes” to this question.

## Your identity card

### “Do you have a valid national identity card?”

- Please select “Yes” if you have an identity card from your home country.

### “National identity card number”

- Please enter the details as per your national identity card.

### “Issuing authority”

- Please enter the details as per your national identity card.

**“Issue date (if applicable)”**

- Please enter the details as per your national identity card.

**“Expiry date (if applicable)”**

Please enter the details as per your national identity card.



Please note that your identity card (if you have one) will not be required for the visa application. If you do not have your identity card or details with you then you can answer **NO** to this question.

**Your other nationalities**

**“Do you currently hold, or have you ever held, any other nationality or citizenship?”**

- Select YES if you hold any other nationality and provide information, as required.

**Your current UK immigration status**

- Select **YES**, if you have Student immigration permission, Tier 4 immigration permission, or another type of valid immigration permission which allows you to apply in the UK.
- Most students will have **Tier 4 (General)** or **Student permission**.

**Your current visa or leave to remain**

**“What is the start date of your current visa or leave to remain?”**

- Write the start date as per the vignette sticker in your passport; or
- If you have since applied for a new visa from within the UK, the start date from your most recent BRP; or
- If you have digital immigration permission, the start date as detailed on the government checking service

**“What is the end date of your current visa or leave to remain?”**

- Write the end date from your most recent BRP; or
- If you have digital immigration permission, the end date as detailed on the government checking service

## **Revocation, cancellation, or curtailment**

### **“Has your visa or leave to remain ever been revoked, cancelled or curtailed?”**

- This means your visa or leave was withdrawn after it had been granted and before it was due to expire.
- If this has happened, you would have been informed by the Home Office.
- Select **“NO”** if you never had any of your visa(s) cancelled, revoked or curtailed by the Home Office.

## **Time in the UK**

### **“How long have you lived in the UK?”**

- Please enter the number of years and months you have been in the UK in total.
- You should enter the amount of time for which you have had valid and continuous visa/leave to remain in the UK.
- You do not need to exclude any short visits or travels outside the UK.

## **About your first parent**

### **“What is this person’s relationship to you?”**

- Enter the details honestly and as per any official documentation, such as a passport, if you know this information.

### **“Title”**

- Enter the details honestly and as per any official documentation, such as a passport, if you know this information.

### **“Given names”**

- Enter the details honestly and as per any official documentation, such as a passport, if you know this information.

### **“Family name”**

- Enter the details honestly and as per any official documentation, such as a passport, if you know this information.

### **“Date of birth”**

- Enter the details honestly and as per any official documentation, such as a passport, if



you know this information.

### “Country of Nationality”

- Enter the details honestly and as per any official documentation, such as a passport, if you know this information.

### “Have they always had the same nationality?”

- Enter the details honestly and as per any official documentation, such as a passport, if you know this information.



If you do not know your parent's, click **‘What if I do not have my parents' details?’** It will give you a free text box where you can explain why you do not have their details.

## About your second parent

You will be asked the same questions regarding your second parent, it does not matter which parent you detail first.

## Biometric residence permit (BRP)

### “Do you have a biometric residence permit?”

- Select “Yes” to this question if you have a BRP
- You will be asked to provide your BRP number. You can locate your permit number on the top right corner of your BRP card.
- If you had a BRP but it was lost / stolen, select “No, I had a biometric residence permit for my most recent leave, but I do not have it now”.
- If your most recent leave is in the form of a visa vignette in your passport, select “No, I did not have a biometric residence permit for my most recent leave”.

## Your National Insurance number

### “What is your current National Insurance Number?”

- You will have a [National Insurance Number](#) if you have been working in the UK.
- Please enter the number here if you have one; otherwise select ‘I do not have a National Insurance number.’

## Driving licence

### “Do you have a UK driving licence?”

- Select the appropriate option.
- If you have a UK driving licence, you will be asked to provide your licence number.

## World travel history.

### “Have you been to any other countries in the past 10 years?”

- Please select “Yes” if you have been to any other countries in the past 10 years that are not UK, USA, Canada, Australia, New Zealand, Switzerland or the European Economic Area.
- If you have answered yes, you will need to provide ‘Details of your world travel history’.
- Please complete this section correctly and include all your trips in the past 10 years from the date of your application.
- We understand that students often travel back to their home country multiple times during vacation periods.
- Over a few years this can amount to many trips.
- If it is difficult to remember all the details, please declare the trips you can remember and add a note to say that there were several visits over the last few years to the same destination (home country).



Please note that you will need to select ‘**Other**’ for the ‘**Purpose of visit**’, which will activate a free text box for you to provide the explanation that you don’t have full details of all the visits.

You should also confirm the purpose of the visits in your explanation from what you can remember.

## Previous evidence of English language ability

### “Have you provided evidence of your English language ability in a previous application?”

- In most instances, your CAS will say that your English language ability has been assessed as part of a previous visa application.
- However, please check your CAS carefully to confirm how your English language level was assessed.

## Immigration history

“For either the UK or any other country, have you ever been...”:

- Refused a visa
- Refused entry at the border
- Refused permission to stay or remain
- Refused asylum
- Deported
- Removed
- Required to leave
- Excluded or banned from entry”



- Please answer this section accurately and provide details as required.
- If you have not been subject to any of the actions listed above, select **NO**.
- If you select **YES**, you’ll need to provide further information.
- **Please note that it is important to declare any previous visa refusals.**
- Failure to do this could lead to an unsuccessful visa application as well as a potential 10-year entry clearance ban.

## Breach of UK immigration law

“Have you ever...”:

- Entered the UK illegally
- Remained in the UK beyond the validity of your visa or permission to stay
- Breached the conditions of your leave, for example, worked without permission or received public funds when you did not have permission
- Given false information when applying for a visa, leave to enter, or leave to remain
- Breached UK immigration law in any other way



- Please answer this section accurately and provide details as required.
- If you have not been subject to any of the actions listed above, select **NO**.
- If you select **YES**, you’ll need to provide further information.
- **Please note that it is important to declare any previous visa refusals.**
- Failure to do this could lead to an unsuccessful visa application as well as a potential 10-year entry clearance ban.

## Medical treatment in the UK

“Have you ever been given medical treatment in the UK?”

- For example, if you visited a doctor, clinic, or hospital, this counts as having medical treatment.

**“Were you told that you had to pay the hospital, clinic or doctor's surgery for your medical treatment?”**

- This does not include the Immigration Health Surcharge.
- Please provide information about any medical treatment you have received in the UK and answer the questions that follow.
- Provide as much detail as possible. It is understandable that you may not remember every treatment that you may have had or details of every visit to the GP.

## **Public funds**

**“Have you ever received any public funds (money) in the UK?”**

- This includes benefits for people on low incomes, such as housing or child benefits.
- Please use the link [here](#) to find out what ‘public funds’ are.
- Select “NO” if you never accessed any public funds in the UK.
- If you have received public funds, select YES. We strongly recommend contacting [immigration@mmu.ac.uk](mailto:immigration@mmu.ac.uk) if you believe you have been in receipt of public funds.

## **Convictions and other penalties**

**“At any time have you ever had any of the following, in the UK or in another country?”**

Only select one answer at a time. If you need to give more than one answer, you can do so on another page.

- A criminal conviction
- A penalty for a driving offence, for example disqualification for speeding or no motor insurance
- An arrest or charge for which you are currently on, or awaiting trial
- A caution, warning, reprimand or other penalty
- A civil court judgment against you, for example for non-payment of debt, bankruptcy proceedings or anti-social behaviour
- A civil penalty issued under UK immigration law
- No, I have never had any of these

Please read this question carefully and answer accurately.



**If you are unsure whether your issue is defined as a ‘conviction’ or ‘penalty’ it is safer to declare it here, making it clear to UKVI that you are not trying to hide anything.**

## War crimes

- You must read all the information on this page before answering.

**“In either peace or war time have you ever been involved in, or suspected of involvement in, war crimes, crimes against humanity, or genocide?”**

- Please answer this section accurately. There is guidance available in the section to help with understanding of war crimes.

## Terrorist activities, organisations and views



Please read this section carefully and answer accurately.

**“Have you ever been involved in, supported or encouraged terrorist activities in any country?”**

- Please answer this section accurately. There is guidance available in the section to help with understanding of terrorist activities, organisations and views.

**“Have you ever been a member of, or given support to, an organisation which has been concerned with terrorism?”**

- Please answer this section accurately. There is guidance available in the section to help with understanding of terrorist activities, organisations and views.

**“Have you, by any means or medium, expressed views that justify or glorify terrorist violence or that may encourage others to commit terrorist or other serious criminal acts?”**

- Please answer this section accurately. There is guidance available in the section to help with understanding of terrorist activities, organisations and views.

## Extremist organisations and views



Please read this section carefully and answer accurately.

**“Have you ever been a member of, or given support to, an organisation which is or has been concerned with extremism?”**

- Please answer this section accurately. There is guidance available in the section to help with understanding of extremist organisations and views.

**“Have you, by any means or medium, expressed any extremist views?”**

- Please answer this section accurately. There is guidance available in the section to help with understanding of extremist organisations and views.

## Person of good character



Please read this section carefully and answer accurately

**“Have you, as a part of your employment or otherwise, undertaken paid or unpaid activity on behalf of a non-UK government which you know to be dangerous to the interests or national security of the UK or its allies?”**

- Please answer this section accurately. If you answer “Yes” you may be asked to provide further information.

**“Have you ever engaged in any other activities which might indicate that you may not be considered to be a person of good character?”**

- Please answer this section accurately. If you answer “Yes” you may be asked to provide further information.

**“Is there any other information about your character or behaviour which you would like to make us aware of?”**

- Please answer this section accurately. If you answer “Yes” you may be asked to provide further information.

## Your employment history

- Please select all that apply. If none apply, select “I have not worked in any of the jobs listed above”. Sponsor licence number and address

## Sponsor Information

**“What is your sponsor licence number?”**

- Manchester Met’s University licence number is H38YWWYT2

**“Sponsor's address”**

- You should use the campus address detailed on your CAS letter.

## Sponsor Information

**“What type of sponsor will you be studying with?”**

- Manchester Metropolitan University is a Higher Education Provider with a track record of compliance.

### **“Primary site of study”**

- Please check your CAS for the primary site of study and answer accordingly.

### **UCAS details**

#### **“Did you apply for your course through UCAS?”**

- Only answer **YES** if you applied for your course through [UCAS](#).
- If you applied to the Manchester Metropolitan University directly, or through an agent, select **NO**.
- If you applied through UCAS then your UCAS number will be stated on your CAS

### **Academic Technology Approval Scheme (ATAS)**

#### **“Do you need to obtain permission from the ATAS?”**

- If your course has an ATAS requirement, this should be detailed on your offer letter and your CAS.

#### **“What is your Academic Technology Approval Scheme (ATAS) reference number?”**

- This is the reference number on the ATAS clearance certificate issued to you by the Foreign and Commonwealth Office.
- If your course requires [ATAS clearance](#), include the details here, and upload your ATAS certificate with your supporting documents.

### **Current or past official financial sponsor**

#### **“Are you currently receiving money from an official financial sponsor - or have you received money from an official financial sponsor in the past 12 months?”**

- Examples of an official financial sponsor include the UK Government or your home government, a university, or an international company or organisation.
- Examples of support may include a scholarship, internship, fellowship or training programme.
- If you have an official financial sponsor (either a government or international scholarship agency) for your current course or have received money from such an organisation in the last 12 months, you will need to provide their consent for you to make your visa application to stay in the UK.
- If you have received a scholarship from the Manchester Metropolitan University, and do not have any other forms of financial sponsorship, you can select **“NO”** to this question.

## **Future official financial sponsor**

**“Will you be receiving money from an official financial sponsor for your continuing studies?”**

- If you will be receiving money from an official financial sponsor for continuing your studies then select YES.

Select the appropriate option proving your financial sponsorship, as applicable.

- My Student sponsor has confirmed this information on my CAS
- Letter of official financial sponsorship
- I am not being wholly sponsored

## **Course information**

**“Name of sponsor institution (school/college/university)”**

- This should be as per your CAS letter

**“Course name”**

- This should be as per your CAS letter

**“Qualification you will get”**

- This should be as per your CAS letter

**“Course name/title”**

- This should be as per your CAS letter

**“Course level”**

- This should be as per your CAS letter

**“Are you going to be a student union sabbatical officer?”**

- Please select NO unless your CAS has been issued for this purpose.

**“Course dates”**

- Please enter the **course start date** as per the **actual course start date** detailed in the “Documents Used to Obtain Offer” field on your CAS
- Please enter the **course end date** as per the estimated course end date on your CAS.





If you believe any of the information on your CAS request is incorrect, you should submit a CAS amendment request: <https://forms.office.com/e/r9RzmpJMTs>



- As you are applying for a visa to study at the Manchester Metropolitan University, it is very important that you **do not** choose the 'Postgraduate Doctor or Dentist' category when completing this section.
- It is a common mistake for, especially for PhD students, to choose this answer. This category is only for those who are sponsored by Health Education England and not the Manchester Metropolitan University.

## Accommodation payments

**“Have you or your parent(s)/legal guardian(s) already paid any money to your sponsor for accommodation?”**

- This is only money paid Manchester Met for accommodation owned by Manchester Met. For example, this does not include money paid to a private landlord or housing organisation. There is a limit on how much of this will count towards your maintenance requirement.
- Only say **YES** here if you are staying at the University accommodation and have paid money to the Manchester Metropolitan University. Your CAS will also confirm if you have paid any fees for accommodation.
- If you are staying in private accommodation, with family or in any other type of accommodation, select **NO**.



- Please note, if you have made payments towards Manchester Met owned accommodation you can use up to £1334.00 of payments against the amount you are required to demonstrate for maintenance.
- If these are not reflected on your CAS, please submit a CAS amendment request: <https://forms.office.com/e/r9RzmpJMTs>.

## Course fees

**“What are your course fees for your first year?”**

- You should enter the course fee as detailed on your CAS
- Please be aware that if you have a scholarship or discount, you may have a reduced tuition fee. This will be confirmed on your CAS.

**“Have you or your parent(s) or legal guardian(s) already paid any of your course fees?”**

- Please select **NO** if your course does not have a fee, or if it does have a fee, but your CAS states you have not paid any of it.
- Select **YES** if your CAS is showing any amount of tuition fee here as having been paid. You will then need to answer the following supplementary questions:

**“How much has been paid?”**

- This is listed in the ‘Course fees paid’ field in your CAS statement.

**“How can you prove this amount has been paid?”**

- You should select ‘My sponsor has confirmed this information on my CAS’.



- Please note, if you are entitled to any scholarships, discounts and bursaries these should be detailed in your total fees paid. A breakdown of the amounts should be detailed in the ‘Documents Used to Obtain Offer’ field.
- If you feel your full payments are not reflected on your CAS, please submit a CAS amendment request: <https://forms.office.com/e/r9RzmpJMTs>.

## **Student Loan**

**“Are any of the funds required for this application in the form of a student loan?”**

- If you are showing any maintenance funds in the form of a student loan then select **YES**
- Otherwise select **NO**.

## **Maintenance funds**

**“Are all of the maintenance funds required for this application in a bank account with your name on it?”**

- If the money for the maintenance funds is held in your personal bank account then select **YES**.
- If you are financially sponsored for your studies by an ‘official financial sponsor’ then you can select **YES** for this question.
- If you are relying on your parent(s)’ or legal guardian(s)’ funds, select **NO** and answer the questions that follow. If using your parent(s)’ or legal guardian(s) bank statement, you will also need to provide a **consent letter** from your parent(s) and **proof of relationship** as evidence with your application.

Please be advised that financial documents are only required with your visa application if you have legally resided in the UK for less than 12 months at the time of submission unless you are applying after your visa has expired.



If you have had absences from the UK within the 12 months preceding your visa application, UKVI's guidance suggests that you may still meet the financial requirement if these absences were only for holidays or short periods. However, UKVI specifies that being absent from the UK for at least 3 months would not satisfy this requirement.

This rule is only applied to applications made from within the UK.

## Your Confirmation of Acceptance for Studies

“Do you have a Confirmation of Acceptance for Studies (CAS) number?”

- Select **YES** and enter your CAS number here.

### Dependants

- If you have a partner, you may now be asked for information about them.



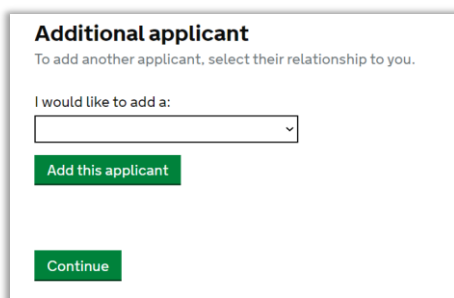
Please note, rules surrounding dependants and who can apply changed in July 2023. For further information on eligibility please see: <https://www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Dependants>

## Check your answers

- Check the information below before you continue to the next section.

## Additional applicant

- If you have any dependants (e.g. spouse, partner or child) already in the UK with you as your PBS Dependant then you can include them on your application, and complete their details.



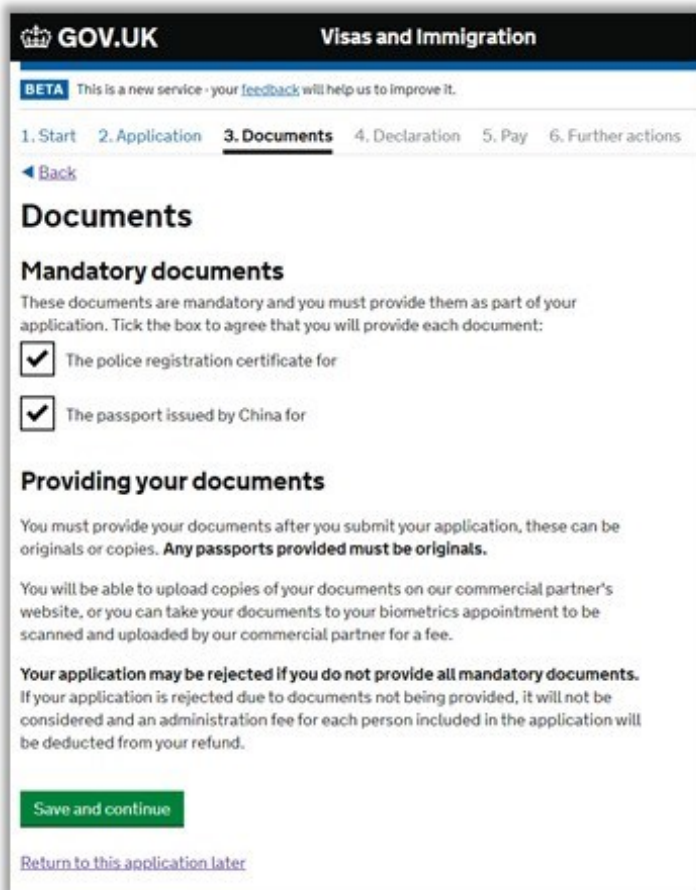
**Additional applicant**  
To add another applicant, select their relationship to you.

I would like to add a:

- Otherwise click 'Continue' to progress with your application.

## 3. Documents

- This section outlines the documents, both mandatory and optional, that you may need to provide with your visa application for it to be successful.
- Please ensure that you tick all the boxes for the documents you will include, even if some documents are not required.
- For instance, if you are a continuing student, you may not need to submit qualification documents or academic transcripts.
- If you are eligible under 'Differential Evidence Requirements', you may want to include a covering letter explaining why you do not need to provide certain documents listed in the checklist.



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### Documents

#### Mandatory documents

These documents are mandatory and you must provide them as part of your application. Tick the box to agree that you will provide each document:

- The police registration certificate for
- The passport issued by China for

#### Providing your documents

You must provide your documents after you submit your application, these can be originals or copies. **Any passports provided must be originals.**

You will be able to upload copies of your documents on our commercial partner's website, or you can take your documents to your biometrics appointment to be scanned and uploaded by our commercial partner for a fee.

**Your application may be rejected if you do not provide all mandatory documents.** If your application is rejected due to documents not being provided, it will not be considered and an administration fee for each person included in the application will be deducted from your refund.

[Save and continue](#)

[Return to this application later](#)

- Select all the documents you will include with your application. You will upload these documents in the following steps.

## 4. Declaration

This section includes verification consent, information on the conditions of your student visa and finally a declaration for your application.

### Verification Consent

- On this page, you will need to download the 'declaration of consent for the Home Office' by clicking on the link available.
- Please read this document and complete the required sections as you will be required to upload this with your supporting documents.
- You will need to tick  *'I will provide a declaration signed by me to confirm my consent for the Home Office to request verification checks'* to progress further.

The Home Office will check that the information and supporting documentation from a bank or utility company that you supply as part of this application is correct. You must download, sign and return the following declaration to confirm that you consent for the Home Office to request verification checks:

[Declaration of consent for the Home Office to request verification checks](#)

You should download and print this declaration now. A copy will also be available to download once you have paid for your application.

I will provide a declaration signed by me to confirm my consent for the Home Office to request verification checks

[Save and continue](#)

[Return to this application later](#)

### Conditions

This page outlines the importance of having correct permission to stay in the UK and restrictions that may apply if you do not have the correct immigration

If your application is successful, there will be conditions on your visa or leave to remain. This will include, for example, whether you are able to work in the UK.

If you stay in the UK without permission:

- You can be detained
- You can be prosecuted, fined and imprisoned
- You can be removed and banned from returning to the UK
- You will not be allowed to work
- You will not be able to rent a home
- You will not be able to claim any benefits and can be prosecuted if you try to
- You can be charged by the NHS for medical treatment
- You can be denied access to a bank account
- DVLA can prevent you from driving by taking away your driving licence

I confirm that I understand and accept these conditions

[Save and continue](#)

[Return to this application later](#)

[▶ Show and edit answers](#)

## Declaration

- You will then read and agree to the declaration, as shown below. Please select the correct option relevant to your circumstances.

By sending this application, you confirm that to the best of your knowledge and belief the following is correct:

- the information relating to the application
- the supporting evidence

I understand that the data I have given can be used as set out in the [privacy policy](#).

I consent to organisations, including financial institutions, providing information to the Home Office when requested in relation to this application.

I have discussed with any other applicants that I am acting on behalf of, and confirmed that the contents of the application are correct and complete.

I agree to the [terms and conditions](#).

I understand that if false information is given, the application can be refused and I may be prosecuted, and, if I am the applicant, I may be banned from the UK.

I confirm that:

I am the applicant aged 18 or over

I am the applicant aged under 18

I am the applicant and I am also submitting the form on behalf of other applicants

I am the parent or legal guardian of the applicant who is aged under 18 and completing and submitting the form on their behalf

I am submitting the form on behalf of the applicant

[I accept the above](#)

[Return to this application later](#)

[Show and edit answers](#)

I confirm that:

I am the applicant aged 18 or over

I am the applicant aged under 18

I am the applicant and I am also submitting the form on behalf of other applicants

I am the parent or legal guardian of the applicant who is aged under 18 and completing and submitting the form on their behalf

I am submitting the form on behalf of the applicant

## Check your answers

- This is an opportunity to check the answers you have given and correct them if needed.

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### Check your answers

Check the information below before you continue to the next section.

**Consent**

I will provide a declaration signed by me to confirm my consent for the Home Office to request verification checks [Change](#)

Yes

I confirm that I understand and accept these conditions [Change](#)

If your application is successful, there will be conditions on your visa or leave to remain. This will include, for example, whether you are able to work in the UK.

If you stay in the UK without permission:

- You can be detained
- You can be prosecuted, fined and imprisoned
- You can be removed and banned from returning to the UK
- You will not be allowed to work
- You will not be able to rent a home
- You will not be able to claim any benefits and can be prosecuted if you try to
- You can be charged by the NHS for medical treatment
- You can be denied access to a bank account
- DVLA can prevent you from driving by taking away your driving licence

**Declaration**

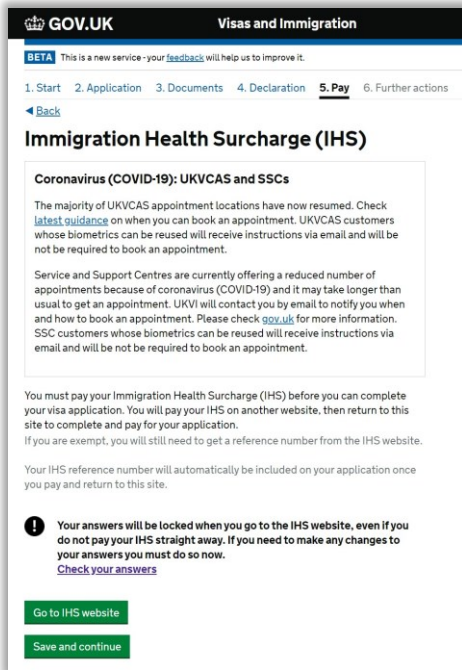
I confirm that: [Change](#)

I am the applicant aged 18 or over

[Continue](#)

## 5. Pay

- The next step will be to pay the Immigration Health Surcharge and pay the fee for your application.
- Once you have made the payments, you will be able to download your ‘**document checklist**’ and ‘**application form**’, which you should print.



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### Immigration Health Surcharge (IHS)

**Coronavirus (COVID-19): UKVCAS and SSCs**

The majority of UKVCAS appointment locations have now resumed. Check [latest guidance](#) on when you can book an appointment. UKVCAS customers whose biometrics can be reused will receive instructions via email and will not be required to book an appointment.

Service and Support Centres are currently offering a reduced number of appointments because of coronavirus (COVID-19) and it may take longer than usual to get an appointment. UKVI will contact you by email to notify you when and how to book an appointment. Please check [gov.uk](#) for more information. SSC customers whose biometrics can be reused will receive instructions via email and will not be required to book an appointment.

You must pay your Immigration Health Surcharge (IHS) before you can complete your visa application. You will pay your IHS on another website, then return to this site to complete and pay for your application.

If you are exempt, you will still need to get a reference number from the IHS website.

Your IHS reference number will automatically be included on your application once you pay and return to this site.

**!** Your answers will be locked when you go to the IHS website, even if you do not pay your IHS straight away. If you need to make any changes to your answers you must do so now. [Check your answers](#)

[Go to IHS website](#)

[Save and continue](#)

## 6. Further actions



- On this page, you'll have the option to download your 'Document Checklist' and 'Application form'.
- You can upload your 'Document Checklist' as one of the documents to show proof of your application
- Keep your log-in details safe.
- It is recommended to keep a copy of your application, document checklist and copy of the documents you have uploaded with your application.



- You will hold onto your passport during the application process.
- If you use the passport you applied with to travel outside the UK, Ireland, the Channel Islands, or the Isle of Man before your visa decision is made, your application will be canceled.
- While you might get a refund for your immigration health surcharge, your application fee won't be returned. You'll likely need to apply for another visa before coming back to the UK.
- It's best not to travel until you've got your new visa.